UNITED STATES COURTS EASTERN DISTRICT OF NEW YORK QUALITY CONTROL CHECK

ATTORNEY CASE OPENINGS

	Corrections	
W	ere Corrections made to this ACO case? Yes	No
1	Attorney did not complete the initiating documents.	
	Checked on http://www.nyed.circ2.dcn/cfm/ecf/atyopencase.cfm to determine who the	
	attorney was that attempted to file the case and contacted that attorney in order to retrieve	
	Complaint, Cover Sheet, Summons, and payment information or to advise the attorney to	
	file the initiating documents.	
2	Court Designation was incorrect. Copied case, changed Court designation, deleted	
	incorrect case and advised other Court. This is in conjunction with Paragraph 10-NY-E	
	Division of Business Rule 50.1(d)(2)	
3	Attorney did not separate the initiating document. Separated document into individual	
	attachments. Replaced Main document and attached the cover sheet and Summons (if applicable).	
4	Attorney did not include Complaint Cover Sheet Summons	
7	Contacted attorney and retrieved missing document from attorney.	
5	Attorney used Incorrect Form of Summons Defendant's name and	
	address not completed Plaintiff's attorney name and address not completed.	
	Caption on the summons does not match caption on the complaint.	
	Incorrect Date. Incorrect Case Number	
	Contacted attorney and requested a corrected summons.	
6	Attorney used incorrect event when docketing the initiating document.	
	Deleted document and re-docketed using the correct event.	
7	Corrected Party Role Party spelling	
	Added missing Party Converted from All Cons to Initial Cons	
	☐ Converted from All Caps to Initial Caps☐ Added party text☐ Removed party text☐ Added alias	Ш
	Added party text	
8	Corrected Short Title	
9	Corrected Basis of Jurisdiction Citizenship of Principal Parties	
	☐ Nature of Suit ☐ Cause of Action ☐ Fee Status ☐ County Code	
	Dollar Demand Jury Demand Class Action Origin	
10	NY-E Division of Business Rule 50.1(d)(2) was not completed. Contacted attorney and	
11	retrieved corrected cover sheet and replaced on docket sheet.	
11 12	Added case in other court to docket sheet.	┞╠
13	Added/Corrected Disclosure Statement question and response in docket entry Page 1, Question 1(b) Plaintiff's county of residence was not indicated	┞┝
14	Page 2, Question 2(c) was not completed or is inconsistent	
15	Certification of Arbitration Eligibility not completed	
Other	Certification of Atolication Engionity not completed	
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